



DEPARTMENT OF LAW
FY21 Proposed Budget Review
City Attorney, Nina R. Hickson

June 3, 2020

Department of Law "Lawyering Beyond Measure"



Each department, board and agency has an assigned attorney



Understanding clients' goals & finding creative and innovative solutions to achieve those goals



Lawyering means more than just saying "no"



Reorganization of practice areas to protect the City's assets and to create efficient legal operations

OUR KEY VALUES

- Integrity
- **Good Stewards of Allocated Funds**
- Partnering with Client-**Departments**
- **Investing in Employees**
 - **Protecting the City's** Assets
- **Litigation Prevention**
 - Team-oriented,

Collaborative Environment

Closely monitor outside counsel expenses & decrease spending



Standardize policies and operating procedures to maximize productivity and reduce expenses



Recruit and retain top legal talent, create paths of progression within job fields to foster growth and development of staff



Use Technology to provide efficiency and to reduce expenses



Department of Law

"Utilizing and Maximizing Our Resources"

- Legal Files®
 case/document
 management system
 increased efficiency and
 real time updates.
- Identify opportunities to leverage Legal Files® with other departments for better organization & risk management.

People

Technology

Money

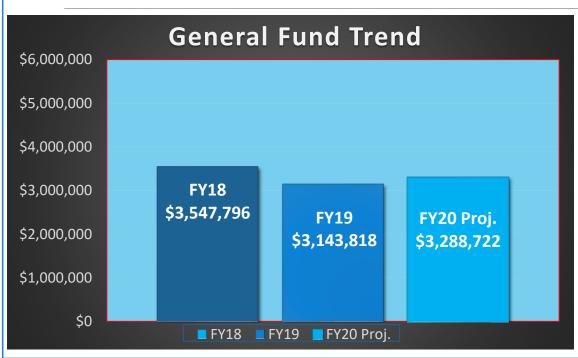
- Facilitated over \$4,335,781 in revenue recovery in FY20 Q2 alone.
- Continuous provision of legal advice and guidance regarding COVID-19 recovery and planning efforts
 - Continuing to move more legal work in-house and partnering with outside counsel to lower hourly rates.

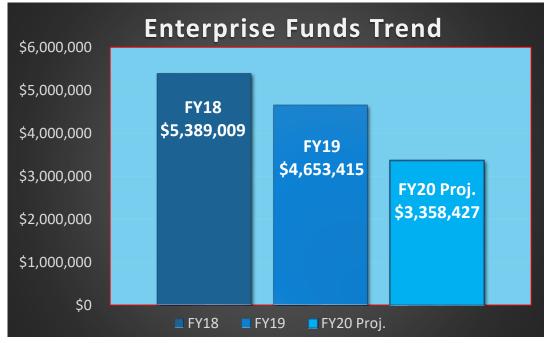
- Identifying training needs and providing trainings for client departments.
- Developing and sharing legal expertise through speaking engagements at various conferences, seminars and trainings.
 - Leading in the Legal profession by serving in leadership roles in professional organizations.

Department of Law "Good Stewards of Allocated Funds"

Key Performance Metrics

\$ Outside Counsel Spending





Complete Overhaul of Outside Counsel Guidelines and Solidify Fee Structure in FY21

Partnering with Outside Counsel Firms to Reduce Hourly Rates

Will Handle More **Employment Litigation** and Personal Injury **Cases In-house in FY21**

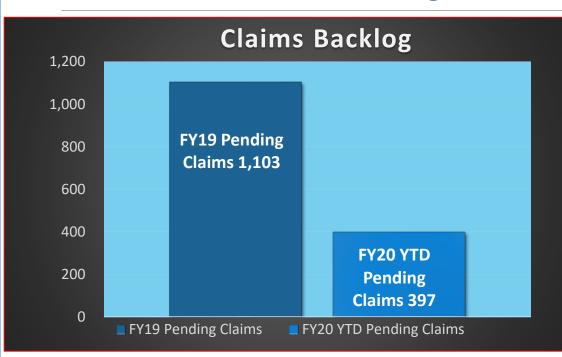
Substantial DOL staff devoted to multiple DOJ, FAA, HUD and SEC subpoenas

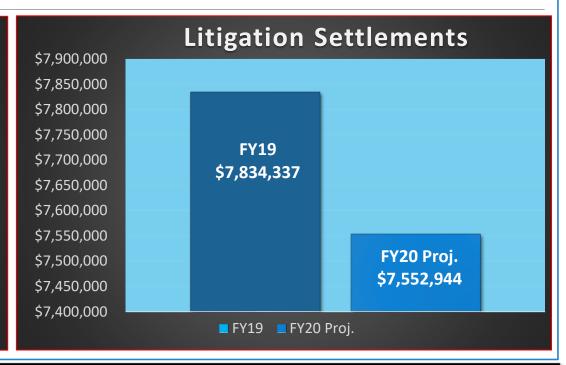
Department of Law

"Reducing Settlements & Other Litigation Payouts"

Key Performance Metrics







Down 64% from 1,103 in Pending Claims in FY20

Projected Downward
Trend Continues in
FY21 for Pending
Claims

Anticipated Decrease of 4% in Litigation settlements from \$7,834,337 in FY19.

Projected Downward
Trend Continues in FY20
for Litigation Settlement
Payouts

Department of Law Proposed FY21 Budget Changes

Personnel

Budget Changes:

- Proposed Net Decrease of \$1.4M
 - General \$536K
 - Aviation \$295K
 - Watershed \$608K
- Proposed Reductions:
 Salaries and Other
 Personnel Costs

Operational Changes:

- Abolishment of 9 Positions
- 5 General Fund Positions
- 1 Aviation Fund Position
- 3 Watershed Fund Positions

Professional Services

Budget Changes:

 Proposed General Fund increase of \$201K

Operational Changes:

- Includes Key Funding:
 - Contractual Obligations
 - Legal Files Document
 Management System
 - Professional Services
 - Staff Training

Overall Impact:

Minimum impact to
 Enterprise Funds due to
 current and prior years' trend

Other Expenses

Budget Changes:

 Proposed Flat Budget Compared to FY20.

Operational Changes

 On-going need for additional cleaning and disinfectant supplies

Overall Impact:

 Moderate impact due to anticipated COVID-19 safety measures